

From: "Sharon Walker" <swalker@memphiscrime.org>  
To: "William Gibbons (wgibbons)" <wgibbons@memphis.edu>  
Date: 9/15/2017 9:56:38 AM  
Subject: FW: Your WHERToGIVEmidsouth profile will expire soon

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Bill,

I provided you with copies of the changes that I made to our profile – we have until the end of the month. We can review this when you return.

## Sharon (Sam) Walker

Executive Assistant to the President  
Memphis Shelby Crime Commission  
600 Jefferson Avenue, #400  
Memphis, TN 38105  
901-507-4188  
901-577-0286 (Fax)



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From: donotreply@guidestar.org [mailto:donotreply@guidestar.org]  
Sent: Friday, September 15, 2017 3:25 AM  
To: Sharon Walker <swalker@memphiscrime.org>  
Subject: Your WHERToGIVEmidsouth profile will expire soon

Dear Profile Manager,

This email serves to notify you that your WHERtoGIVEmidsouth.org profile needs attention. **One** of the following fields has triggered this automated notification:

### State Solicitation Letter

Your State Solicitation letter is near expiration. In order to keep the "Donate Now" button on your profile, you must maintain an up-to-date solicitation letter uploaded on your profile. For some organizations, there is a gap between the expiration date and when your financials can be sent to your state office to renew your letter. In those cases, the state office can issue an extension. Please see our [Resources](#) page for contact information in Arkansas, Mississippi, and Tennessee.

If your organization uses the "Donate Now" button, your profile expiration date is the same date as the expiration of your State Solicitation Letter. You will receive this notification 45 and 15 days before this expiration date and on the expiration day itself. We want to bring this to your attention so that your ability to solicit donations through our site is not interrupted and that you have enough time to file for your extension. If you have not provided an extension or new State Solicitation Letter by your expiration date, the "Donate Now" button will be removed from your profile. Your new profile expiration date will default to 90 days after the end of your current fiscal year.

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### Financials

Your organization is missing the most recent required financial documents. Please upload the new 990 and audited financials -

OR- your new 990 and a summary of financial activities. One set of these documents are required to keep your profile in good standing.

You will receive this notification 90, 45, and 15 days before your profile's expiration date. Your expiration date is 90 days after the end of your fiscal year. This email serves to remind you to upload required information to your profile.

Six months after the end of your fiscal year if you have not uploaded your current financial information or reached out to our team regarding the status of your audit, your profile will then be marked as "Declined to Update".

While you are making the required updates, you should also ensure that:

- ? Contact information is up to date for the organization and for your profile manager;
- ? If your Strategic Plan, Fundraising Plan, Technology Plan, etc. is listed as "Under Development" and you have successfully completed that plan, change the document status and upload it;
- ? Check that your photos and media, and their captions, are still current; update if necessary;
- ? If you have expanded or changed programming, be sure to edit that tab;
- ? Board members come and board members go. Funders want to know who is governing your organization, so be sure to keep this list of names current.

Please note that this is an automated email scheduled 90, 45, and 15 days away from your profile's expiration date. If you have made the necessary changes and are still getting this email, be sure that you are pressing "Send to Foundation" after saving your changes. This button alerts us to publish changes to your profile.

As always, please reach out if you have questions.

Best,

Olivia Wilmot

[owilmot@cfgm.org](mailto:owilmot@cfgm.org) | (901) 722-0028  
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